

## Message

**From:** Concur Travel [TravelWizard@concursolutions.com]  
**Sent:** 11/7/2018 4:36:53 PM  
**To:** Glenn, Trey [Glenn.Trey@epa.gov]; Hairston, Brandy [hairston.brandy@epa.gov]; Hairston, Brandy [hairston.brandy@epa.gov]  
**Subject:** Concur Itinerary 12/11/2018: TVA KNOXVILLE (V693M8)  
**Attachments:** ATL-TYS.ics; TYS-ATL.ics; Hilton Knoxville.vcf

## Trip Overview

**Trip Name:** TVA Knoxville  
**Start Date:** December 11, 2018  
**End Date:** December 12, 2018  
**Created:** November 07, 2018, ONIS GLENN (Modified: November 07, 2018)  
**Description:** TVA visit  
**Trip Purpose:** 2-INFORMATIONAL MEETING  
**Agency Record Locator:** V693M8  
**Passengers:** Onis Glenn  
**Total Estimated Cost:** \$740.13 USD

**Important:** Reservations must be approved and ticketed no later than: 12/09/2018 6:59 PM Eastern  
The trip will be automatically cancelled if it is not approved before the deadline.

**Agency Name:** BCD\_EPA

## Reservations

**Tuesday, December 11, 2018**



### Flight Atlanta, GA (ATL) to Knoxville, TN (TYS)

#### Delta 2545

**Departure: 03:59 PM**  
**Seat: 14A (Confirmed)**  
Atlanta Hartsfield-Jackson Intl Airport (ATL)  
Terminal: S  
Duration: 52 minutes  
Nonstop

**Confirmation: H6XRI8**  
Status: Confirmed  
Air Frequent Flyer Number: DL-2185555261

**Arrival: 04:51 PM**  
Knoxville Airport (TYS)

#### Additional Details

Aircraft: Boeing 717  
E-Ticket  
Emissions: 80.6 lbs CO<sub>2</sub>  
Cabin: Economy (L)

Distance: 152 miles



### Hilton Knoxville

501 W Church Ave  
Knoxville, Tennessee, 37902-2591  
US  
865-523-2300

**Checking In: Tue Dec 11**  
**15:00**

**Confirmation: 3494671286**  
Status: Confirmed

Room 1, Days 1, Guests 1

Frequent Guest Number:401282066

**Checking Out: Wed Dec 12**  
**12:00**

**Additional Information**

Daily Rate: \$97.00 USD

Total Rate: \$113.73 USD

**Room Details**

Room Description: RoomDescriptionCodeA03D9X

**Cancellation Policy**

Cancel Before 4Pm 11Dec18



**Wednesday, December 12, 2018**



**Flight Knoxville, TN (TYS) to Atlanta, GA (ATL)**

**Delta 2545**

**Departure: 05:30 PM**

**Seat:15E (Confirmed)**

Knoxville Airport (TYS)

Duration: 1 hour, 9 minutes

Nonstop

**Confirmation: H6XRI8**

Status: Confirmed

Air Frequent Flyer Number:DL-2185555261

**Arrival: 06:39 PM**

Atlanta Hartsfield-Jackson Intl Airport (ATL)

Terminal:S

**Additional Details**

Aircraft: Boeing 717

E-Ticket

Emissions: 80.6 lbs CO<sub>2</sub>

Cabin: Economy (L)

Distance: 152 miles



**Total Estimated Cost:**

**Air**

**Airfare quoted amount: \$556.28 USD**

**Taxes and fees: \$70.12 USD**

**Air Total Price: \$626.40 USD**

**Hotel: \$113.73 USD**

**Total Estimated Cost: \$740.13 USD**

**TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.**

**Remarks**

FOR 24/7 TRAVEL ASSISTANCE PLEASE CONTACT  
THE BCD TRAVEL TEAM AT 1-866-964-1346  
FOR OUTSIDE THE US CALL COLLECT 770-829-2609  
FOR THE HEARING IMPAIRED- PLEASE DIAL 711  
TO ACCESS RELAY SERVICE- PROVIDE PHONE

NUMBER OF 1-866-964-1346 TO ACCESS TRAVEL

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DUE TO RECENT CHANGES IN THE FY15 GOVERNMENT CITY PAIR  
PROGRAM/PPP YOUR AIR RESERVATIONS ARE SUBJECT TO  
CANCELLATION BY THE AIRLINES IF NOT TICKETED AT LEAST  
48 HOURS PRIOR TO SCHEDULED DEPARTURE  
PLEASE ENSURE ALL NECESSARY APPROVALS ARE PROCESSED IN  
ACCORDANCE WITH YOUR AGENCY'S BUSINESS RULES BUT NO LESS  
THAN 3 BUSINESS DAYS PRIOR TO DEPARTURE TO ENSURE TICKETING.  
THIS 48 HOUR CANCELLATION RULE DOES NOT APPLY TO  
INTERNATIONAL RESERVATIONS UNLESS YOUR TRIP HAS DOMESTIC  
CONNECTIONS ON MORE THAN ONE AIRLINE OR THESE  
RESERVATIONS REQUIRE SEPARATE AIR TICKETS.  
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